

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
SEPTEMBER 8, 2008**

BOARD MEMBERS IN ATTENDANCE

Marie Dowling, Dennis Doyle, Anna Eddy, Sue Halpin, Judy Igielski, Iris Larsson, Maureen O'Connor Lyons, Tony Palermino, Eric Rothauser (arrived at 6:18 PM), Neil Ryan, Diane Stamm, Trudie Walker, Sue Wright

BOARD MEMBERS ABSENT

Paul Crosswaith

STAFF

Marian Amodeo, Library Director
Lisa Masten, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISON

David Nagel

TOWN COUNCIL LIAISON ABSENT

Kris Nasinnyk

FRIENDS MEMBER

Natalie Harbeson

CALL TO ORDER

The meeting was called to order by Maureen O'Connor Lyons at 6:12 PM. She welcomed everyone back and stated that she hoped everyone had a nice summer.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy reported that she sent a sympathy card to Anita Wilson on the loss of her father.

Iris reported that in the minutes of June 9, 2008 the Everbank balance was approximately \$90,000 and not \$100,000 as stated in the minutes.

MOTION: Sue Halpin made a motion to accept the minutes of the regular monthly meeting of June 9, 2008 with the correction stated by Iris, Anna Eddy seconded the motion, and the motion to accept the minutes of the regular monthly meeting of June 9, 2008 as amended was unanimously approved with a 12-0 vote.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported that the accountant is presently reviewing the records to prepare for the non-profit tax return. At the present time the Everbank account has approximately \$92,000.

V. LIBRARY DIRECTOR'S REPORT

Marian reported that the Board has three months of monthly reports in their packets. The summer was great and very busy. There was a 7% increase in the adult reading program. Bob Larsson's film series was successful. Circulation and people coming into the Library did see a decrease in August and it was felt this was due to the construction in the area. The Friends' newsletter Footnotes has many programs and activities for September and October. The Library and Friends will have a booth at the WaterFall Festival on September 27th. Marian reported that the Chalk Walk is still looking for artists to participate.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa reported that Bailey Ortiz has been hired as a full time Librarian of Teen Services. She will work on a part time basis for three months while she finishes her schooling and then will become a full time employee. Marian and Lisa have been working with Iris to purchase a laptop for the QuickBooks program.

VII. FRIENDS OF THE LIBRARY

Natalie Harbeson reported that at the Friends last meeting officers were installed: Brian Woods, President; Natalie Harbeson, Vice-President; Marsha Montgomery, Secretary; and Mary Woods, Treasurer. The Friend of the Year is Marsha Montgomery. The Friends voted on their 2008-2009 budget of \$48,700. There will be a mini-book sale at the WaterFall Festival and they will also be selling note cards. National Friends of the Library week is October 19 through 25.

A. Friends' Storage Unit Update

Natalie reported that Brian Wood is now handling this and she had no update. The Town has some concerns about this storage unit regarding other residents wanting to obtain a structure like this.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Library Director's Evaluation

Neil thanked the Board for sending him their evaluations on the Library Director. All have been received and a letter was sent to the Town Manager on July 21st. Neil will email a copy of this letter to the Board. The Board will go into Executive Session in October or November to discuss the evaluation with Marian and learn of her future goals. There is still an open position on the Library Board.

B. Investment Committee

1. Report on Meeting with Richard Milluzzo on July 15, 2008

Eric reported that the Investment Committee has been busy over the summer. They met with Mr. Milluzzo regarding the reserve accounts and the 501c3 status. The laptop that Lisa mentioned earlier would use the QuickBooks software and would assist Mr. Milluzzo with the Library's investments.

2. Report on Meeting with Carol Pekar on July 23, 2008

Eric reported that the meeting with Carol obviously addressed the market trends and how they have been brutalized. One particular investment has done very well with a two digit gain.

C. House Committee

1. Report on Summer Projects

Marie reported that over the summer projects included painting, touch-up painting, furniture being cleaned, carpets shampooed, new chairs in the mystery and music area, stained ceilings cleaned. There is still more work to be done and she will schedule a House Committee meeting for the very near future.

D. Facility and Site

1. Report on Mill Street Property Clean-up

Paul was not in attendance. Marian reported that Paul met with the landscaper and was given an estimate and he is pursuing other estimates. Parks and Grounds did mow the property. A resident on Hart Lane complained because she felt since the houses were razed she has a poison ivy problem.

E. Fund Development

1. Report on Webpage Work

Anna reported that the website is 95% done. In June there was a discussion on levels of contributions and she distributed a sheet outlining an update of these levels. The Board agreed with these levels.

2. Explanation of Induction Ceremony at Annual Meeting

Anna indicated that people who donate \$10,000 or more will have their names placed on a plaque which will be displayed by the door to the Community Room. People who donate up to \$5,000 will receive a commemorative membership certificate.

F. Budget

Tony reported that his family will be announcing a scholarship at the Annual Meeting this evening. This scholarship will be for Library staff members to continue their education and will be named the Catherine and Joseph Palermino Continuing Education Scholarship.

IX. OLD BUSINESS

A. Hanel Event – October 17 – Giacomo Gates

This event will take place in the Town Council Chambers. Maureen asked for volunteers to help greet people and provide refreshments; Diane, Neil, and Sue Halpin volunteered to serve on this committee.

B. Friends' Storage Unit Update

This was discussed earlier.

C. Patriot Act Issues

Eric had no report.

There was discussion about applying for a credit card for the Library that would be easier to make some purchases. This credit card would be through the Bank of America. Signing privileges for this card would be Marian, Lisa, and Iris. **MOTION: Judy Igielski made a motion to obtain a credit card for the Library to be used to make certain purchases with signing privileges for Marian, Lisa, and Iris, Dennis Doyle seconded the motion, all were in favor, and the motion passed unanimously with a 13-0 vote.**

X. NEW BUSINESS

A. Nominating Committee – Election of Officers

The Board gave Gail Whitney, Secretary to the Board, their ballots for this evening's election.

B. ACLB Annual Conference – October 31st

Marie stated that this event is held at Waters Edge. Maureen reported that she attended last year and found it to be very informative. There will be speakers and a luncheon. If any Board member is interested in attending this ACLB Annual Conference, they are to let Marian know and she can register everyone at the same time.

C. Needs Assessment and Planning for Future

Marian reported that a Needs Assessment and Long Range Plan should take place especially due to the purchase of the Foley property and the Legacy Fund. A formal needs assessment needs to be done according to State Library guidelines for construction grants. These guidelines are tedious and have specific formulas and blueprints. It has been 20 years since the Library's expansion and space needs need to be addressed. The Long Range Plan needs to be updated since it has been in place for 10 years. Normally it would cost approximately \$20,000 to hire a consultant to do this process, however Marian feels they can do this in-house, and she and Lisa will be working with Chris Bradley who is the Executive Director of the Connecticut Library Consortium on this planning process. There will be a two hour brainstorming session with staff on November 11th when the Library will be closed for Veteran's Day.

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. ADJOURNMENT

MOTION: Anna Eddy made a motion to adjourn, Judy Igielski seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted at 6:53 PM with a 13-0 vote.